

Job Opportunity

Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

STAFF COUNSEL

Salary:	\$4,674 - \$7,828	Work Hours:	8:00 a.m. – 5:00 p.m.
Tenure/Timebase:	Permanent/Fulltime	Final Filing Date:	December 28, 2011
Contact:	Ashim Gardner (916) 324-3937 agardner@ctc.ca.gov	Office/Location:	Commission on Teacher Credentialing Division of Professional Practices 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

DUTIES:

Under the general direction of the Assistant Chief Counsel, Supervisor in the Division of Professional Practices (DPP), the Staff Counsel performs the following:

Provides legal support to the Committee of Credentials. Responsibilities include the following:

- Prepares documentary evidence and provides legal advice regarding jurisdictional and procedural issues relating to Committee cases;
- Reviews investigative reports prepared by analysts and investigators for accuracy and legal sufficiency and review questions drafted by staff;
- Provide legal advice and present cases during Committee meetings.

Negotiate settlements and draft appropriate documents as follows:

- Negotiate settlements with respondents or their legal representatives and prepare settlement agreements prior to the case being forwarded to the Office of the Attorney General.
- Coordinate settlements with the Office of the Attorney General for cases that have been forwarded for hearing processing.
- Act as liaison on litigation strategy between senior Commission counsel and litigation counsel.

Conduct legal research on civil and criminal issues related to Commission activities including:

- Prepare written memoranda on assigned topics providing legal conclusions with supporting documentation.
- Provide oral opinions to senior counsel on assigned topics.

Review and draft proposed regulations for adoption by the Commission and approval by the Office of Administrative Law and provide legal support to other divisions as assigned.

DESIRABLE QUALIFICATIONS:

- Strong written and oral communication skills
- Knowledge of California Education and Penal Codes, the Administrative Procedures Act, and the criminal justice system
- Experience in litigation in civil and administrative proceedings
- Ability to handle stressful or sensitive issues with tact and diplomacy
- Ability to work cooperatively and effectively with legal colleagues, staff, and stakeholders while maintaining appropriate professional boundaries
- Able to maintain strict confidentiality
- Demonstrated sense of responsibility for the job and good attendance

CONDITIONS OF EMPLOYMENT: Fingerprint Clearance is Required. Applicants must maintain active membership in the California State Bar.

WHO MAY APPLY:

Applicants must have active membership in The State Bar of California before they will be eligible for appointment. Individuals who possess the desirable qualifications listed above, and who have list, transfer, or reinstatement eligibility to the Staff Counsel classification may apply. The appointment is subject to the State Restriction of Appointment (SROA).

IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address and contact person. All applicants must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and write RPA No. 12-038 on their application. The applications will be screened and only the most qualified applicants will be invited for an interview.